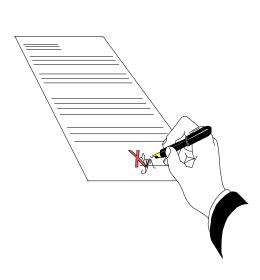
## **How To Telecommute?**

## Beginning Each Arrangement--

- Review Expectations (Sign Agreement)
- . Work Schedule
- . Needs/Logistics
- . Security Provisions
- . Performance Measures



- . Dependent Care Policy
- . Duties/Products Expected
- . Assess and Review Progress